

CITY OF BURBANK

PRINCIPAL ACCOUNTANT

DEFINITION

Under direction, to manage professional level and complex accounting and financial analysis work in the maintenance and control of select government proprietary funds; and perform related work as required.

ESSENTIAL FUNCTIONS

Supervises and coordinates professional staff in the day-to-day operations and activities of administering accounting systems; manages select government proprietary funds; recommends and assists in the implementation of goals and objectives; monitors the posting, balancing, and reconciliation of the general ledger and subsidiary accounts; oversees and participates in providing complete and accurate financial reports; prepares periodic and fiscal year end statements and financial reports, such as the Comprehensive Annual Financial Report (CAFR) and the State Controllers Report; performs debt administration and accounting with various City departments and outside agencies; serves as a liaison to various City departments and outside agencies for all accounting matters; implements policies and procedures for the accounting process; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – operations, services and activities of an accounting program; modern and complex principles and practices of accounting and auditing, and their application to a wide variety of accounting transactions and problems; automated financial management systems; financial reporting practices as applied to governmental accounting regulations; principles and practices of sound personnel management and supervision.
- Skill in – automated financial systems; spreadsheet and word processing computer software programs.
- Ability to – effectively and accurately analyze and evaluate complex accounting and auditing problems; interpret and explain City accounting policies and procedures; analyze and interpret complex financial and accounting records; communicate both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a degree in accounting or business administration, and four years of professional experience in governmental accounting, including one year at the supervisory level.

SUPPLEMENTAL INFORMATION

A valid California Class “C” driver’s license or equivalent may be required at time of appointment.

Desirable Qualifications: MBA or CPA.